

Northeast Michigan Community Mental Health Authority Board

Board Meeting

November 9, 2017

I. Call to Order

Chair Gary Nowak called the meeting to order in the Board Room at 3:00 p.m.

II. Roll Call and Determination of a Quorum

Present: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski

Absent: Eric Lawson

Staff & Guests: Lisa Anderson, Dennis Bannon, Dayna Barbeau, Carolyn Bruning, LeeAnn Bushey, Lynne Fredlund, Ruth Hewett, Cheryl Jaworowski, Cathy Meske, Christine Taylor (via OmniJoin)

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Pat Przeslawski as evaluator for this meeting.

V. Information and/or Comments from the Public

There was no information or comments presented.

VI. Educational Session – Patient Portal/Compliance Report

Cathy Meske introduced Christine Taylor via OmniJoin noting the weather prohibited her from attending this meeting in person. Christine Taylor reviewed a PowerPoint addressing verification audits, compliance actions, the FY18 Compliance Work Plan, Meaningful Use and patient portals.

The verification audit for the first two quarters conducted by the NMRE was reviewed. She noted there was one issue identified during this audit related to a COFR claim. The Plan of Service authorization had expired and thus the services from the expiration date forward were unbillable. Christine noted the new software in place will catch such errors in the future. The most recent audit was very successful and she noted 'could not have been better.'

Christine Taylor reviewed the compliance actions identified during this past year reviewing four instances worthy of noting. Ms. Taylor reviewed the Compliance Work Plan. She noted Meaningful Use will be addressed further in this presentation; however, the criteria for Meaningful Use will need to be met for the next two years. In addition, the Home and Community-Based Services will require corrective action plans for those providers identified in the heightened scrutiny review. Clinical documentation standards will be finalized. Respite workers credentialing will have a process developed to meet Medicaid guidelines. She reported the NMRE's Compliance Plan will be redesigned and presented to the OPS Committee and forwarded to the NMRE Board for Plan approval by year end.

Christine Taylor provided a background of Meaningful Use noting this falls under HIPAA & HITECH (Health Information Technology for Economic and Clinical Health) Compliance. One element of the requirement is the individual served must be able to access their electronic medical record. Christine reviewed the needed Objective Score Care requirements. Christine Taylor addressed Objective 5 – noting our agency is exempt from this objective as you would need 100+ discharged per physician in a

quarter time period. Christine Taylor notes Objective 8 focuses on the patient portal requirements. She reported the clerical staff and peer support staff have been very active in marketing the patient portal for individuals served. Staff are available to assist individuals with establishing a log-in account and providing instructions as to how to navigate the system.

Steve Dean requested clarification as to whether the patient portal would be accessed by the individual served or if guardians would also have access with Christine Taylor noting the guardian could access.

VII. Approval of Minutes

Moved by Pat Przeslawski, supported by Bonnie Cornelius, to approve the minutes of the October 12, 2017 minutes with a correction to include Alan Fischer in attendance. Motion carried.

VIII. November Monitoring Reports

1. Treatment of Consumers 01-002

Steve Dean addressed the fact of the number of meds passed versus the number of errors noting the percentage is exceptional.

2. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Expense and Revenues for month ending September 30, 2017 noting this is a very preliminary report. She addressed line 13 – Salaries noting this variance will be higher due to longevity accruals; line 20 – Recruitment expenditures are higher than normal due to recruitment for several vacancies; Line 27 – Contract Employees & Services expenditures are over budget mainly due to getting late bills submitted from an autism provider; line 32 – Professional Fees over expenditure due to legal attorney fees; line 38 – Capital Equipment over expenditure as a result of moving planned purchases for FY18 in FY17 of which most was computer equipment. Cheryl Jaworowski reviewed the contract settlement balances noting Healthy Michigan Funds are over spent and Autism is underfunded. Cheryl Jaworowski reported the health insurance costs savings were recently communicated to us and will result in savings of approximately \$200,000. Cheryl Jaworowski noted data still needs to be pulled from the new system, Majestic, and these numbers most likely will change.

3. Financial Condition 01-005

Cheryl Jaworowski reviewed the Preliminary Statement of Net Position and Change in Net Position report. Total assets increased last fiscal year with the increase mainly cash. Capital assets have decreased and this is due to depreciation on buildings. She reports there are 53 days of operating funds as of this report.

Cheryl Jaworowski reported Second Avenue has been sold.

Cheryl Jaworowski reported at the October Board meeting the FY18 Budget presented indicated a \$3 M deficit and as of this morning the deficit is down to \$1.2 M. She reported since the Agency has joined the Affiliation/Regional Entity, Northeast has contributed \$6.9 million to the risk fund. The current NMRE Risk Fund has a current balance of \$6.5 M. Cheryl Jaworowski noted the PMPM methodology of funding community mental health boards does not work. Cathy Meske provided some history of how the PMPM originated and now, once agreed upon, may not likely be changed. Cathy Meske noted staff are working on productivity reports, capacity reports and will lobby to get additional funding based on need of services.

Cathy Meske reported the initial funding from the state had the NMRE receive the PMPM; however, the Boards took upon themselves to divide the funding in the same manner. She notes the Finance Officer at the NMRE also suggesting revisiting the distribution of funding.

4. Ends 04-001

Steve Dean inquired about the Sub-End 1 related to CAFAS scores noting the goal of attaining 75% was not met and whether this was an achievable goal. He also noted the community education was impressive. Gary Nowak addressed the Serviceman's presentation. Cathy Meske informed Board members the presentations made such as the Serviceman's Club in Roger City showcase the supported employment services offered by the Agency with a goal of obtaining positions for individuals served by the Agency. Bonnie Cornelius inquired about interest in presentations to the Association of Lifelong Learners. Cathy Meske noted all requests made would be considered.

Moved by Alan Fischer, supported by Judy Jones, to accept the November monitoring reports as presented. Motion carried.

IX. Board Policy Review and Self Evaluation

1. Treatment of Consumers 01-002

Board members reviewed this policy and had no recommended changes.

2. Staff Treatment 01-003

Board members had no comments regarding this policy.

3. Ends 04-001

Steve Dean noted corrections under 2A and questioned how the goal is measured in 3.

Moved by Steve Dean, supported by Bonnie Cornelius, to approve revision to Policy 04-001 as presented. Motion carried.

X. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting October 25, 2017

The minutes for this meeting were not available. Gary Nowak reported this meeting was very good. Nena Sork attended in Cathy Meske's absence.

b. Board Meeting September 27, 2017

Steve Dean had comment on Native Americans noting he had been corrected on occasions for use of the term "Indians." Roger Frye indicated the name of the tribe contains the word "Indian" as part of their title/name. The Liquor Tax was discussed. Roger Frye and Terry Larson provided information as to how the Liquor Tax is distributed and provided the dollar amounts each of our four counties noting only licensed providers can apply for these funds. FY17 amounts by county through August 31, 2017 are: Alcona County, \$64,145; Alpena County, \$199,813; Montmorency County, \$88,885; and Presque Isle County, \$81,415. Cathy Meske noted we are licensed to provide case management but no other substance use services. Gary Nowak suggested Sara Sircely be requested to educate the commissioners of the various counties as to what these funds can be used for and by what providers.

2. MACMHB

a. Fall Board Conference – October 23 & 24 – Traverse City Update

Gary Nowak reported the speakers at this conference were very good. Judy Hutchins reported the breakout sessions were exceptional. Gary Nowak reported he had a conversation with Joe Stone and discussed the potential for eliminating one of the conferences and instead of the third conference going back to a regional forum. He notes he had requested Cathy Meske write a letter to MACMHB to suggest this change.

Gary Nowak reported there is a film about the history of mental health and it might be something to review as a Board in the future.

Judy Jones reported in one of her breakout sessions a program where caseworkers were working alongside police officers to assist in crisis situations such as potential suicide incidents as well as providing help to the officer themselves was showcased.

Alan Fischer reported the workshops are getting increasingly technical and are getting designed more for staff and private providers than Board members.

Gary Nowak noted some of the breakout sessions could be shortened allowing for more opportunities. Judy Hutchins noted this would limit the workshops available.

Cathy Meske requested Diane Hayka read the letter sent to CMHA. Cathy Meske highlighted the needs of rural areas and the differences between rural and urban.

Moved by Albert LaFleche, supported by Judy Jones, to support the letter sent to CMHA. Motion carried.

3. Consumer Advisory Council

The minutes of the most recent meeting held on Monday were reviewed with no comments.

XI. Nomination's Committee Report

Pat Przeslawski reported the Nomination's Committee met prior to this meeting. She addressed the four members with terms expiring and reported letters for appointment will be sent out to the various counties. In February or March, the committee will meet again to identify a recommendation for the Slate of Officers. Appointments should be made by the respective counties by that time. Pat Przeslawski requested Board members take the next few months to determine who would be good candidates for the various positions, noting traditionally an attempt is made to have a representative from each county. She encouraged members to provide feedback to the committee members. Pat Przeslawski also noted of the members of the Nominating Committee represent each county; however, three of the four members are officers and questioned if this committee should have officers on it.

Gary Nowak suggested a small group be appointed to review the by-laws – at least the two points related to the Nomination's Committee. It was noted the by-laws are scheduled for review at the December Board meeting. After discussion, a consensus was to have the educational session for the December meeting include a full review of the by-laws. Diane Hayka will send copies of the by-laws to Board members in advance.

XII. Chair's Report

There was nothing to report.

XIII. Director's Report

1. Director's Report Items

A. FY18 MDHHS Contract Amendment #1

Cathy Meske reported there are some revisions in the proposed Amendment she would like to review prior to signing.

Moved by Judy Hutchins, supported by Terry Larson, to authorize the Director to execute the Contract Amendment #1 of the MDHHS FY18 Contract once reviewed as presented. Motion carried.

B. Health Endowment Fund Grant

Cathy Meske noted she met with Larry LaCross and Madeline McConnell related to a grant through the Health Endowment Fund. She notes this Agency will partner with their Agency to

provide cognitive therapy for the children and adults screened by the team with qualifying scores. We hope to address the significant substance use issues in the area. Bonnie Cornelius inquired as to how assessments are initiated when a new baby is born and Cathy Meske provided info.

C. Hepatitis A Outbreak

Cathy Meske reported there is a Hepatitis A outbreak in the southeastern portion of Michigan. 82% of the diagnosed cases have required hospitalization and there have been deaths involved. Northeast must have a plan in place and submitted to the State by Tuesday, November 14th. She notes DHD#4 Emergency Preparedness Officer, Matt Radocy, Lisa Anderson, Lynne Fredlund and she will work to develop a plan to address a screening process.

Cathy Meske reported as part of our contract we have to be part of the community emergency preparedness plan. She reported last week a group of staff attended a joint meeting in Gaylord to begin further plans addressing various scenarios. She noted Tendercare of Alpena was at the table and we have agreed to coordinate transportation services should the need arise. Lynne Fredlund reported we will be working with all four counties to develop plans. There will be many Memorandum of Understanding developed over the course of the new few years addressing our involvement in various activities.

D. MIPAD (Michigan Inpatient Psychiatric Admissions Discussion) Update

Cathy Meske reported recommendations were developed in this workgroup. The report will be sent to Board members in their next packet. She provided information as to how each recommendation was rated.

Cathy Meske reviewed the first five recommendations – 1) Criminal and Juvenile Justice Diversion – complete validated mental health screenings and referrals for further assessment/treatment for children and adults prior to entering the juvenile justice/criminal justice system (including SUD); 2) Vital Continuum – Increase short-term community intensive treatment programs throughout the state; 3) Emergency Treatment Practice – Establish Standards for the provision of psychiatric support in all Emergency Departments (Admission, treatment, discharge) including telepsychiatry, re-starting medications, etc.); Develop an EMTALA compliance team to review cases and perform site visits; 4) Workforce – Require a state mandated standardized training / developing competencies for the direct care workforce; all disciplines; and 5) Criminal and Juvenile Justice Diversions – Expand crisis intervention teams for Law enforcement (and require law enforcement to be trained in Mental Health First Aid).

E. TRAILS (Transforming Research & Action to Improve the Lives of Students) Program

Cathy Meske updated Board members of the Agency's efforts working with the school systems in the TRAILS program. TRAILS' mission is to bring effective mental health care to all students. Staff will be working with school professionals to assure students are receiving proper services.

XIV. Information and/or Comments from the Public

Roger Frye informed Board members of the new name of MACMHB to CMHA

XV. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, December 14, 2017 at 3:00 p.m.

1. Set December Agenda

The December agenda items were reviewed.

XVI. Evaluation of Meeting

Pat Przeslawski noted the educational session on compliance was a new feature and was very informative. She notes 80% of the members were engaged in the meeting activities. She reports Board members indicated the conference was well received.

XVII. Adjournment

Moved by Steve Dean, supported by Judy Jones, to adjourn the meeting. Motion carried. This meeting adjourned at 4:50 p.m.

[signed by Alan Fischer on 12/14/2017]

Alan Fischer, Secretary

[signed by Gary Nowak on 12/14/2017]

Gary Nowak, Chair

Diane Hayka
Recorder